DOCUMENT RESUME

ED 268 339 CE 044 223

AUTHOR Walters, Norma J.
TITLE Installation Ceremony.
INSTITUTION Auburn Univ., Ala. Center for Vocational and Adult Education.
PUB DATE 85
NOTE 12p.
AVAILABLE FROM Center for Vocational and Adult Education, Auburn University, Auburn, AL 36849.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Elementary Secondary Education; Equipment; Guidelines; *Leadership Training; *Parliamentary Procedures; Postsecondary Education; *Student Organizations; Teacher Education
IDENTIFIERS *Ceremonies

ABSTRACT

This document provides instructions for conducting an installation ceremony for a student organization. The ceremony may be used as a sample in an inservice workshop for teachers and prospective teachers as well as in leadership training workshops for youth or teacher education programs. The instructions contain a list of suggested symbols and materials that may be included: the American flag, state flag, organization emblem, gavel, Robert's Rules of Order, ribbons, candles, and pins for officers. In addition, a sample installation procedure is explained. This sample installation ceremony was written to provide a typical ceremony that could be used with only a few specific terms inserted which apply to a particular organization or may be used as a guideline for an organization to write its own ceremony. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED268339

INSTALLATION CEREMONY

Norma J. Walters, R.N., Ph.D.
Assistant Professor & Coordinator
Health Occupations Education
Auburn University
Auburn, Alabama 36830

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

1985

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

N Walters

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CE044223

Center for Vocational and Adult Education
College of Education
Auburn University

Table of Contents

Preface iii

Installation Ceremony

Instructions 1

Equipment and Materials 2

Installation Procedure 3

Sample Ceremony 4

Preface

The installation ceremony is one of the very important functions which is usually incorporated into some community and professional organizations and especially student organizations. The ceremony may be used as a sample in an inservice workshop for teachers and prospective teachers as well as in leadership training workshops for youth or teacher education programs. Many times an organization would use an installation ceremony after new officers are elected, if the members were familiar with a ceremony. However, there are organizations that do not have a special ceremony. This sample installation ceremony was written to provide a sample ceremony that could be used with only a few specific terms inserted which apply to a particular organization or may be used as guidelines for an organization to write their own ceremony.

The instructions include a list of suggested equipment and materials which may be included such as the American Flag; State Flag; organization Emblem; gavel; Robert's Rules of Order, Newly Revised; ribbons; candles; and pins for officers. In addition, a sample installation procedure is explained. Also, an organization may utilize the sample ceremony provided which may be conducted by one individual to install the officers and one to pin the ribbons and pins or outgoing officers may install the newly elected officers using the same ceremony.

Installation Ceremony

The Installation Ceremony for newly elected Officers is an important and impressive component of the annual activities of an organization.

Instructions

The Ceremony should be conducted with the lights on low or out, utilizing candle light. The equipment and materials listed below should be provided and arranged before the scheduled Installation Ceremony.

- The American Flag and the State Flag should be displayed on stage.
- The Regional or District Flags should be displayed on each side of the Emblem at the back of the stage (if available).
- A table (8-10 feet) should be covered with a white cloth and positioned at the left of the lectern.
- A gavel and Robert's Rules of Order, Newly Revised, should be displayed on the table.
- A chair for each newly elected Officer should be placed approximately 4 feet behind the table. (This will allow walking space during the ceremony.)
- A candle holder should be placed on the table in front of each Officer's chair.
- A candle holder and the master candle (3"-4" candle) should be placed at the right of the Officers' candle holders near the lectern.
- Colored candles (10 or 12 inch candles), one for each officer, should be placed on the table near the master candle.
- Colored ribbons (5-6 inch ribbons with pins and name of office) should be placed in front of the colored candles.
- Officers pins may be used in lieu of colored ribbons. A table should be placed at the end of the installation table with pins displayed. The chapter advisor or an outgoing officer may pin the Officer Pins on the uniform.

Equipment and Materials

10-12 inch candles (8) in the following colors:

Dark Blue
White
Orange
Maroon
Yellow
Green
Emerald Green
Light Blue

1 Master Candle (3-4 inch)

Officer Pins or Ribbons (5-6 inch with pins) for the following officers:

President
Vice-President
Secretary
Treasurer
Historian
Reporter
Parliamentarian
Chaplain

The ribbons used may reflect the colors adopted by the organization.

8 standard size candle holders

1 Master Candle holder (10-12 inch)

1 pack of matches

Installation Procedure

- The Master Candle should burn during the ceremony.

- At the beginning of the ceremony, the President shall request the newly elected officers to come to the stage, stand in front of the designated chair until all officers are on stage and then be seated. (The officers should be seated to the left of the lectern facing the assembly).

- The newly elected officers shall be asked to stand as they are introduced to the assembly. (State name, school/emloyer - Election/Tellers Committee shall provide a list of the newly elected officers.

- Each of the Past Officers may participate in the Installation Ceremony by reading the appropriate section for the newly elected officer or one individual may conduct the ceremony.

- The officers are called one at a time . . . beginning with the _____ and ending with the President.

- When the officer's name is called, the officer shall step forward and stand in front of the Master Candle.

- The Past Officer or other individual shall read the section pertaining to the officer duties, pin the ribbon or Officer Pin on the new officer and state when the new officer will light the candle (another individual may pin the pins or ribbons before the candle is lighted).

- The new officer shall light the appropriate candle, place the candle in the candle holder on the table in front of the designated chair and remain standing in front of the chair.

Sample Ceremony

Past President:

Chapter Members, Advisors, and Guests it is my pleasure to introduce to you the newly elected officers of the _____ Chapter of _____ for 19__-19__.

Officers would you please come forward and stand in front of the chair designated for the elected office. (Pause. Officers come forward.)

Chapter members, community leaders, parents, school administrators and guests, these are the elected officers for the _____ Chapter for 19__-19__. Officers as your name is called, please stand (President introduces newly elected officers and should call name and office).

_____, Chaplain

_____, Parliamentarian

_____, Reporter

_____, Historian

_____, Treasurer

_____, Secretary

_____, Vice-President

_____, President

We are about to install these officers whom you have selected for the coming year. In a democratic country such as our own, it is fitting that members of an organizaton should elect those who are to lead them. Officers thus become the direct responsibility of the members. The members in turn must be mindful of their own obligation to support and to follow those whom they have chosen. The officers are your leaders and must set an example of enthusiasm and responsibility. It is in the service they render that they will find their reward.

Past Chaplain:

_____, you have been chosen by the members to be the Chaplain of the _____ Chapter. You will be responsible for giving the Invocation during the chapter meetings, annual banquet or other chapter functions. It is also your responsibility to assist the President and Secretary to prepare the agenda for the meetings to insure that the Invocation is included at the appropriate time during the meetings. For example, the Invocation is always given before the Pledge of Allegiance (Remember, God is always before country).

Pin _____ Ribbon or Officer Pin. _____, you may now light your _____ candle to signify sincerity and service.

Past Parliamentarian:

_____, you have been chosen by the members to be the Parliamentarian of the _____ Chapter. You will be responsible to act in the capacity of arbitrator in matters of parliamentary procedure and to assist the presiding officer in answering any request for rulings on procedure. You may also assist the President to write the script for the program.

Pin _____ Ribbon or Officer Pin. _____, you may now light your _____ candle to signify alertness and accuracy.

Past Reporter:

_____, you have been chosen by the members to be the Reporter of the _____ Chapter. You will be responsible for gathering chapter news and reporting it to the local/state/national newspapers. You should become familiar and knowledgeable about what should be included in a news release, such as the WHAT, WHO, WHEN, WHERE, WHY and HOW. It is also your responsibility to extend an invitation to the news media to attend any activities in which the chapter sponsors or participates. You must understand that good publicity coverage is never complete unless the local newspapers, radio and TV stations are utilized. Your duties will also include keeping a record of the news releases and articles published about the chapter activities with a copy given to the Historian to place in the chapter yearbook.

Pin _____ Ribbon or Officer Pin. _____, you may now light your _____ candle to signify your willingness and determination to collect information very efficiently and keep an up-to-date chapter yearbook.

Past Historian:

_____, you have been chosen by the members to be Historian of the _____ Chapter. Your duties will include keeping an accurate record of events of importance in the life of your chapter. A copy of the business meeting agendas; program brochures, regarding installation ceremonies, talent shows, District, State and National Conferences; and pictures or articles published relating to community activities, clinical exeriences or classroom learning experiences should be included in an Annual Chapter Yearbook, to provide your successor and members with ideas to motivate ongoing chapter activities and promote continuity between previous, present and future members' program of work. The Chapter Yearbook may also be displayed at the District, State and National Leadership Conferences.

Pin _____ Ribbon or Officer Pin. _____, you may now light your _____ candle to signify accuracy and an efficient method of operation.

Past Treasurer:

_____, you have been chosen by the members to be the Treasurer of the _____ Chapter. Your duties will require you to keep accurate records of all receipts and disbursements of the chapter activities and be ready at all times to give a report of its financial condition. It is also your responsibility to encourage thrift in your chapter and among your fellow members, thus performing an educational function.

Pin _____ Ribbon or Officer Pin. _____, you may now light your _____ candle to signify honesty and integrity.

Past Secretary:

_____, you have been chosen by the members to be the Secretary of the _____ Chapter. As Secretary, you will be responsible for the keeping of accurate minutes. You will also be called upon to carry on all official correspondence, and keep an accurate list of members in the chapter. You should provide the President or substitute with a written agenda for each meeting and, if possible, with a list of committees.

Pin _____ Ribbon or Officer Pin. _____, you may now light your _____ candle to signify vigilance and alertness.

Past Vice-President

_____, you have been chosen by the members to be Vice-President of the _____ Chapter. The members have demonstrated their confidence in your ability to assume the leadership of this organization in the President's absence. It shall be your duty to assist the President whenever called upon to do so and to serve as chairman of all meetings of the chapter in the absence of the President.

Pin _____ Ribbon or Officer Pin. _____, you may now light your _____ candle to represent life and growth of our membership.

Past President:

_____, you have been chosen by the members to be the President of the _____ Chapter. In electing you President, the members have indicated their faith in your qualities of leadership, responsibility, diplomacy and intelligence and hereby entrust you with the future administration of the chapter for the 19__-19__ term. As President you will preside over all of the meetings of the chapter and be responsible for its progress during the coming year. Your chapter will look to your leadership in all endeavors.

Pin _____ Ribbon or Officer Pin. _____, you may now light your _____ candle to represent loyalty.

Note: The past-president or other individual conducting the installation ceremony should conclude the ceremony as follows:

Each of you has been chosen by the members of the _____ Chapter of _____ to lead this chapter for this year. In electing you, the members have indicated their faith in your qualities of leadership, responsibility, diplomacy, and intelligence, and hereby entrust you with the future of the chapter.

If you are willing to accept the responsibility of your office, please raise your right hand and repeat after me,

"I understand fully (pause) the honor and responsibility of my office (pause) and hereby promise (pause) to accept and fulfill (pause) these responsibilities (pause) to the best of my ability."

By the authority vested in me as Installing Officer, I now declare you, as officers, duly installed.

As we close this ceremony and as the new officers for the _____ Chapter of _____, you should remember:

Should you see afar off that worth the winning
Set out on the journey with trust
And never heed if your path at the beginning
Should be among brambles and dust
Though it is but by footsteps you do it
And hardships may hinder and stray
Walk with faith, and be sure you'll get through it.
For where there's a will there's a way.

-- Eliza Cook

Members of this chapter, community leaders and families of these officers, these are the officers elected by choice. They have pledged their time and their talents. But, they are only the leaders. They need strong followers to support them, to accomplish their plan of work for the coming year. Will you promise to give them this support? (pause)

If so, I ask you to signify your unity and support by standing and clasping hands with the persons on both sides of you.

As we stand together here today and listen to every word we say
Let us never fail even when the night is dark and shadows cross our hearts
May we always keep the faith and never grow apart
Let us learn together as we follow our leaders' way
May we learn to appreciate the beauty of a star through happiness, and sometimes a tear
As we walk throughout this year
Let us unite together in everything we do

The assembly may now be seated. Officers, would you please extinguish your candles. (pause)

I would like to extend congratulations to all of the new officers and wish you a very successful year. You may be seated.

Members and guests, I would like to present to you your new President for 19__-19__, and

Mr./Madam President, I would like to present to you your gavel for the _____ Chapter for 19__-19__. Congratulations.

NEW PRESIDENT: ACCEPTANCE SPEECH